

**CONSTRUCTION ADMINISTRATION PROVISION
EFFECTIVE MAY 1, 2004**

The Board adopted the following section to the Code of Professional Conduct section entitled “Full Disclosure” . This provision becomes effective May 1, 2004.

3.7 a. On a project where a building permit has been issued and the sealing architect has not been engaged, or is no longer engaged, to perform at least minimum construction administration services, as defined in subsection b. below, the sealing architect must report to the building official and the Board that he or she has not been, or is no longer, so engaged.

b. The minimum construction administration services expected of the sealing architect deemed necessary to protect the health, safety, and welfare of the public shall be periodic site observations of the construction progress and quality, review of contractor submittal data and drawings, and reporting to the building official and owner any violations of codes or substantial deviations from the contract documents that the architect observed.

Commentary: Construction administration is a component of the practice of architecture. § 34-2-30(2), ALA. CODE (1975). When the sealing architect cannot perform construction administration, it is necessary to ensure that another qualified professional performs construction administration services until the project is completed. If the architect informs the Board and the local building official that he or she will not perform such services, the Board and building official can take any steps it deems necessary for the protection of the health, safety, and welfare of the public. As with other architectural services, qualified employees of registered architects may perform construction administration services under the instruction, direct control and supervision of their employers. § 34-2-32a.(1), ALA. CODE (1975).

IF YOU WILL NOT BE PROVIDING CONSTRUCTION ADMINISTRATION SERVICES ON A PROJECT FOR WHICH YOU (OR YOUR FIRM) ARE THE ARCHITECT OF RECORD, YOU MUST COMPLETE THE FOLLOWING FORM AND FAX OR MAIL IT TO THE BOARD OFFICE. YOU MUST ALSO NOTIFY THE BUILDING OFFICIAL IN THE CITY OR COUNTY OF JURISDICTION.

SHOULD YOU HAVE QUESTIONS, PLEASE CONTACT CINDY McKIM AT (334) 242-4179 OR Cindy.McKim@boa.alabama.gov.

MEMORANDUM

TO:

Alabama Board of Architects
770 Washington Avenue, #150
Montgomery, AL 36130-4450
Fax: (334) 242-4531

Building Official

City/County of _____

FROM: _____

ALABAMA LICENSE NUMBER: _____

PROJECT NAME & LOCATION: _____

OWNER'S NAME & ADDRESS: _____

In accordance with Code of Professional Conduct Paragraph 3.7, this will serve as notice that I will not be providing construction administration services on the above-referenced project located in the State of Alabama, for which I am architect of record.

Please mark the appropriate response below:

() _____ will be providing construction administration services on this project.

() I will not be providing construction administration services as of this date:
_____.

() No one will be providing construction administration services on this project.

Signature

Date